

OTE 85-1005

7 March 1985

MEMORANDUM FOR: Deputy General Counsel

FROM:

Director of Training and Education

SUBJECT: OGC Legal Secretary Certification and Training Program

Ed,

1. I hope I can clear up what appears to be a misunderstanding regarding the Office of Training and Education's (OTE) response to your legal secretary training and certification requirements. I believe it is important for people to understand that OTE sees an important role for itself in this program and is prepared to support you to the extent we can. We have no motivation whatsoever to create any roadblocks in the way of the program nor are we unmindful of the need to get going. Having said that, it should be pointed out that we have been committed by others to functions for which we have little or no capability. Specifically, this Office does not have the expertise to develop a professional test which could be used as a basis for certification of an individual as an Agency legal secretary. As I have pointed out to your staff, such expertise, if it does exist in the Agency, in all probability would be found with the Psychological Services Division of the Office of Medical Services. OTE does have expertise in training, and it is in that area that we want to move ahead with your office.

2. I have met with [] the Chief of our Management/Administrative Training Division, and with [] of his staff, and we have agreed to the following courses of action which we want to pursue in coordination with your people:

a. To identify those courses presently conducted by OTE which would be appropriate to a legal secretary training program.

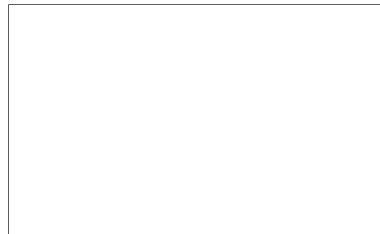
b. To identify a contractor or consultant capable of working with us to produce a training course dealing with some of the more specific and unique aspects of the legal secretarial role.

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c. To fund consistent with our budgetary restraints certain of the external costs of the legal secretary training program.

3. I believe all of us are aware of the problem OGC faces and are committed to doing our best to help in its solution. Given a reasonable amount of time, I am confident we can develop a professionally sound program which will not only be of benefit to the individual participants, but it will also clearly warrant the establishment of a special compensation system.

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